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ORD-3123-75

24 July 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Advanced Intelligence Seminar No. 17

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1. I, as a member of AIS 17, would be remiss in not conveying to you my opinion of its format, contents and conduct. All three are directly controlled, it is my understanding, by the course co-chairmen, [redacted] and [redacted] of your staff. The final ingredient, the course attendees, are of course less malleable, but I understand that [redacted] even tailored that to the apparent needs of the attendees.

2. I can offer no criticism of the course because I found every aspect of it outstanding. Every topic covered was relevant and useful, every speaker was capable of communicating his knowledge and perspective and was responsive to questions to a degree which was in itself instructive to the attendees, and the balance of the contents of the blocks was such that we feel that we were "being educated" as opposed to "being trained." The format balance and sequence of subjects, discussion, and "rap" was, I'm sure, deliberately designed so that the desired symbiotic effect of making the whole greater than the sum of the parts was achieved superlatively.

3. Needless to say, I feel the course improved me; more to the point, however, I feel that that improvement is a long range strengthening of my perspectives and value judgment capability. I appreciate the fact that the course exists and that I was nominated to participate and I want to strongly commend [redacted] for their effort.

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[redacted]
C/IEB/DPR/ORD

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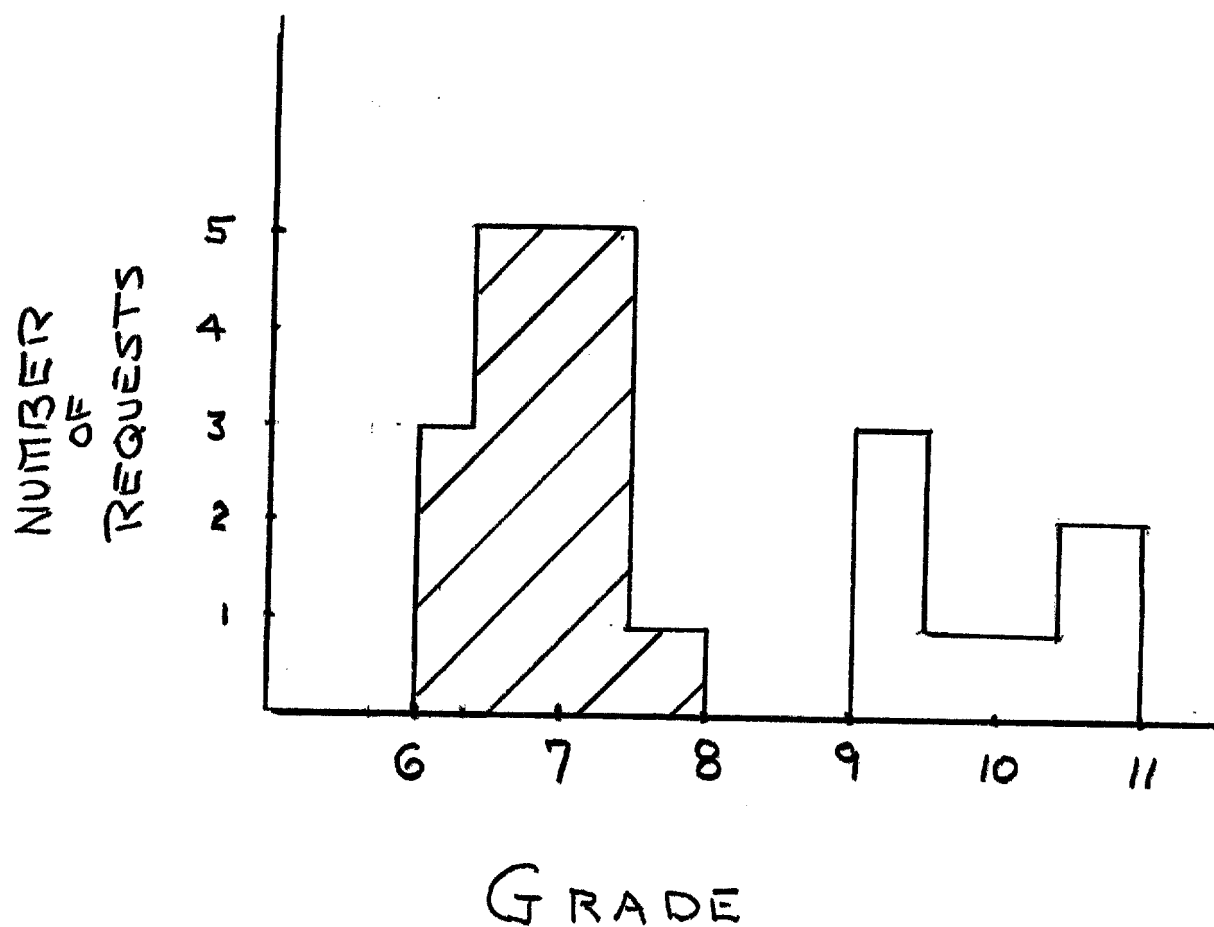
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PROPOSED POSITIONS



PROPOSED TITLES/FUNCTION

ASSOCIATE PROJECT OFFICER..... 1
RESEARCH ASSOCIATE..... 3
CONTRACT SUPPORT ASSISTANT..... 1
ADMINISTRATIVE ASSISTANT..... 2

COMMONALITY OF TASKS

A. COLLECTION OF DATA.

PROGRAM SUBMISSION
BUDGET PLANNING
TECHNICAL REPORTS
GRAPHICS

B. LITERATURE SEARCH.

PREPARATION OF BACKGROUND INFORMATION

C. EDITING OF TECHNICAL PAPERS, DRAFT, AND FINAL PREPARATION.

D. LIAISON FUNCTION.

INTERFACE WITH OTHER OFFICES
PREPARATION FOR TECHNICAL MEETINGS
ATTEND TECHNICAL MEETINGS

E. MONITOR PROGRAMS.

PREPARATION OF FINANCIAL AND ADMINISTRATIVE
REPORTS
CONTRACTUAL STATUS REPORTS
TECHNICAL SUMMARIES

COMMONALITY OF TRAINING NEEDS

B&F CONTRACT MANAGEMENT

CONTRACT MANAGEMENT (PROJECT OFFICER IN CONTRACT
CYCLE)

EXTERNAL COLLEGE LEVEL/OTR COURSES AS REQUIRED BY
THE SPECIFIC POSITION

COMMONALITY OF REQUIRED EXPERIENCE

NONE

SECRETARIAL TURNOVER
JULY 73 - MARCH 75

| | <u>DEPARTURES</u> | <u>PROMOTIONS</u> | <u>OTHER</u> |
|---------|-------------------|-------------------|---|
| GRADE 4 | 2 | 1 | 1 - RESIGNATION |
| 5 | 2 | 2 | -- |
| 6 | 6 | 3 | 2 - LATERAL TRANSFER 1 - LWOP |
| 7 | 6 | 0 | 2 - LATERAL TRANSFER 1 - DOWNGRADE TRANSFER 1 - RETIREMENT 1 - RESIGNATION 1 - LWOP |

ALTERNATIVE APPROACHES

IN ALL CASES THE CURRENT PERSONNEL CEILING MUST BE EXCEEDED.

- ELIMINATE TWO HIGHER GRADE SLOTS CREATING A LARGER NUMBER OF MIDDLE-GRADE POSITIONS
- DESIGNATE CANDIDATES AS PART OF THE DEVELOPMENT COMPLEMENT. TRANSFER OR PERMANENT POSITIONS TO BE ESTABLISHED AT COMPLETION OF MULTI-YEAR PROGRAM.
- APPEAL FOR THE ADDITION OF EXTRA SLOTS TO ACCOMMODATE THE PROGRAM. DOUBLE SLOT CANDIDATES PENDING CEILING ADJUSTMENTS THROUGH ATTRITION OR APPEAL.

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